TEXAS DEPARTMENT OF CRIMINAL JUSTICE JOB DESCRIPTION

POSITION TITLE: COMPUTER OPERATIONS SPECIALIST I -

Inmate Trust Fund

SALARY GROUP: B12

DEPARTMENT: Commissary and Trust Fund

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the

essential functions and the conditions required for this position.

APPROVED BY: <u>Eric R. Johnston</u> DATE: <u>5/07/2015</u>

POSITION #: 031118

I. JOB SUMMARY

Performs entry-level computer and peripheral equipment operations work. Work involves assisting in monitoring and controlling a computer system and determining equipment setup and run sequences. Works under close supervision with minimal latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Assists with monitoring the operation of data communications network equipment and network computer consoles; and assists and advises operators performing operational tasks to include mounting and dismounting tapes, disks, and other media, servicing card readers, printers, and other peripheral equipment.
- B. Assists in training for various software applications used in factories and facilities; and assists in the installation and adjustment of modem, key entry, unit record, and communications equipment.
- C. Detects errors in job control statements; responds to program error messages by finding and correcting problems in computer or network equipment and starts action to resolve problem; and cleans equipment, replaces ribbons, and performs preventive maintenance tasks.
- D. Maintains and distributes operating reports; prepares routine operating reports; and complies with facility standards regarding security and file protection.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

- 1. Graduation from an accredited senior high school or equivalent or GED.
- 2. Two years full-time, wage-earning experience in operating computer peripheral equipment. Thirty semester hours from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE) with twelve semester hours in Computer Science, Information Technology, or a related field may be substituted for each year of experience on a year-for-year basis for a maximum substitution of one year.

Equivalent technical or trade school courses in a computer related field may be substituted for the required semester hours or years of experience. The same technical or trade school courses may not be used to substitute for both required semester hours and years of experience.

3. Experience in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs preferred.

B. Knowledge and Skills

- 1. Knowledge of computer applications, capabilities, and equipment limitations.
- 2. Knowledge of automated communications systems.
- 3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
- 4. Skill to communicate ideas and instructions clearly and concisely.
- 5. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
- 6. Skill to interpret and apply rules, regulations, policies, and procedures.
- 7. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
- 8. Skill to analyze and solve work problems.

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9. Skill to review technical data and prepare technical reports.

10. Skill to train others in the operation of computers and related equipment.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.